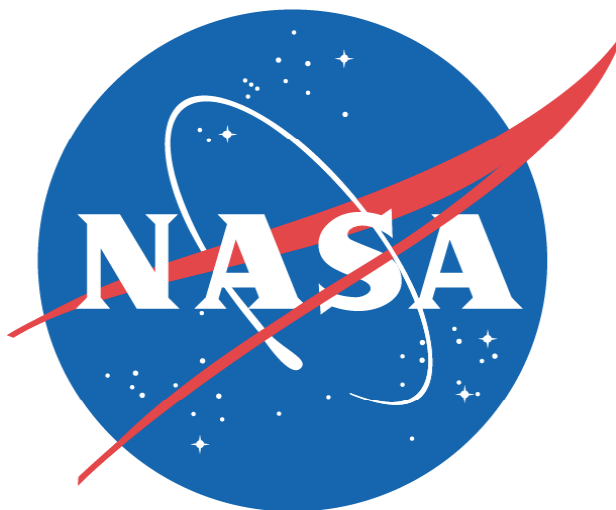


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code SJ]

Subject: Budget Implementation – Cost Phasing Plan



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

Budget Implementation – Cost Phasing Plan

Approved by: (Original signed by Christopher J. Scolese) Date: (12/18/2001)
Christopher J. Scolese
Deputy Associate Administrator for Space Science

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code SJ]

Subject: Budget Implementation – Cost Phasing Plan**DOCUMENT HISTORY LOG**

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	<ul style="list-style-type: none">Initial "baseline" version of the OWI.
Revision	A	05/10/1999	<ul style="list-style-type: none">Incorporates modifications responsive to NCRs #279, #293, #296, #300, #302, #311, #312, #315, #316, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.
Revision	B	11/16/1999	<ul style="list-style-type: none">Corrects functional title of "Owner" in table of quality records in Section 7.Incorporates recent terminology and format standardization.
Revision	C	12/18/2001	<ul style="list-style-type: none">Incorporates impact of OSS reorganization (effective 07/01/2001).Incorporates url's for referenced documents into Section 4.Clarifies specific functional roles of Action Officers in Section 5 and Section 6.Revises "footer" to indicate both "internal" and "external" web sites for NASA HQ ISO 9001 Documentation Master List.

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1. PURPOSE

The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Cost Phasing Plan for implementing the Office of Space Science (OSS) budget.

2. SCOPE AND APPLICABILITY

- 2.1 The OSS Cost Phasing Plan encompasses the planned level of work expected to be completed by each OSS program/project. It is established at the beginning of each fiscal year.
- 2.2 The scope of this OWI is confined to the description of the OSS Cost Phasing Plan development activities.

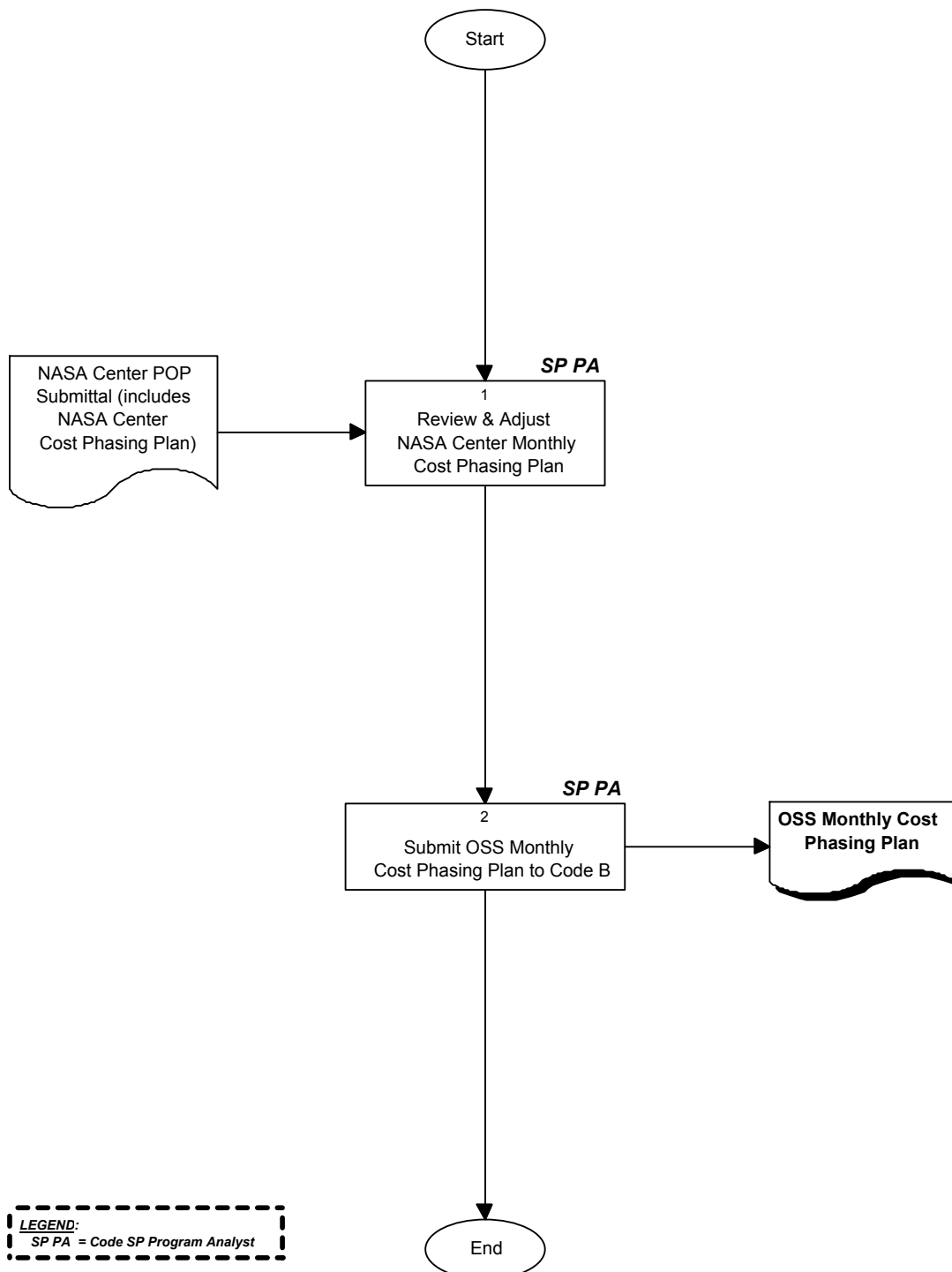
3. DEFINITIONS

- 3.1 Code B. NASA Headquarters Office of the Chief Financial Officer (CFO).
- 3.2 Code SP. Resources Management Division of the Office of Space Science.
- 3.3 POP. Program Operating Plan (i.e., the NASA Budget Plan).
- 3.4 OSS. NASA Headquarters Office of Space Science.

4. REFERENCES

- 4.1 NPG 1441.1 NASA Records Retention Schedules (NRRS)
[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___]
- 4.2 NASA Budget Administration Manual

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Subject: Budget Implementation – Cost Phasing Plan**5. FLOWCHART***[NOTE #1: Process steps are numbered in accordance with their corresponding step numbers in Section 6.]**[NOTE #2: "Quality records" are identified via bold-text titles and shadowing of the border of their symbols.]*

Subject: Budget Implementation – Cost Phasing Plan

6. PROCEDURE

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
1	Code SP Program Analyst	The Code SP Program Analyst assesses the NASA Center plan input, adjusts the NASA Center monthly Cost Phasing Plan, and presents information to the Associate Administrator for Space Science regarding funds utilization with respect to the OSS Monthly Cost Phasing Plan.
2	Code SP Program Analyst	The Code SP Program Analyst submits the OSS monthly Cost Phasing Plan to Code B for incorporation into the NASA Plan.

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
OSS Monthly Cost Phasing Plan	Code SP Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via bold-text titles and shadowing of the border of their symbols.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]